

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

November 19, 2018

MEMORANDUM

SUBJECT: Senior Executive Service Reassignment

FROM: Barbara Dangler
Human Resources Specialist
RTP Shared Service Center

TO: Lynnann Hitchens

Your reassignment to the Senior Executive Service (SES) position of Director, Office of Resources and Business Operations, ES-0340-00, has been approved. This position is located in the Office of Mission Support, Washington, DC. The annual salary associated with this reassignment is \$174,052.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

If you have any questions about this reassignment, please contact me at dangler.barbara@epa.gov or 919-541-5218.

Please indicate your preference by placing an X beside your choice and return this document via email to dangler.barbara@epa.gov.

I wish to: _____ wait the full 15 calendar day notice period prior to this reassignment.

I wish to: ☒ _____ waive the 15 calendar day notice period.

Signature: Lynnann Hitchens Date: 11/19/18